



Idaho Board of Education

Invites Applications for the Position of
Executive Director

Final Date to Submit a Resume is December 12, 2005

The Idaho State Board of Education

The State Board of Education strives to achieve a “seamless” educational system without barriers within or between the various organizational components. As Idaho’s single governing body for K-20+ education issues, it has a unique, one-of-kind authority that no other board has. This structure enhances the Board’s ability to provide critical linkages between K-12 and postsecondary education. The State Board of Education has been effective in influencing major reform in education. The regulatory influence of the Idaho State Board of Education includes: K-12, public postsecondary education, the State Library, the State Historical Society, Idaho Public Television, Vocational Rehabilitation, the Division of Professional-Technical

Education, Career Information Systems, and the Idaho School for the Deaf and Blind.

Vision and Mission

Providing an intelligent and well-informed citizenry capable of active participation in the processes of a democratic government, contributing to the general quality of life in Idaho.

- Quality
- Access
- Relevancy
- Efficiency

Please see our web site for more information about the Board’s vision and mission:

www.idahoboardofed.org/overview/index.asp

The Community of Boise

Boise is a great blend of the past and the future. From its origins as a trading post on the Oregon Trail to its current status as a small city with skyscrapers and high-tech companies, Boise offers a sophisticated view of the West.

Idaho’s capitol city is one of the few places where you can ski in the morning, play golf or tennis in the afternoon and attend ballet, opera or live theater at night. Put on your cowboy boots for a visit to nearby Idaho City, where weathered canteens and western storefronts make the town a living museum to the mining era, or take your picnic basket to a summer evening at The Idaho Shakespeare Festival.

Boise is also famous for its Greenbelt, 25 miles of pathway along the Boise River through the heart of the city, that is ideal for walking, cycling, and skating. Or check out the shops and restaurants in historic Hyde Park, wander through the city’s Art and

Cultural District, and visit one of Boise’s ten museums including the World Center for Birds of Prey.

Less than an hour away, you’ll find white-water rafting, world-class kayaking, and skiing at Bogus Basin Resort, nestled in the foothills above downtown.



For more information about Boise and Idaho, visit these websites:

www.boise.org

www.boisechamber.org

<http://cl.idaho.gov>

www.idaho.gov

The Executive Director Position

The Executive Director is a full-time, salaried position serving at the pleasure of the eight-member State Board of Education and is established under Board Policy and Idaho Statute as the functioning administrative director of the Board. This position is exempt from state classified service and the Rules of the Division of Human Resources. The



Director oversees the staff of the Office of the State Board of Education, which provides leadership, support and coordination for public education in Idaho,

including public schools, colleges, universities, the Idaho School for the Deaf and Blind, the Division of Vocational Rehabilitation, Idaho Public Television, the State Historical Society, the State Library and the Division of Professional-Technical Education.

Responsibilities:

- ▶ Serves as the professional administrator and executive director of the Idaho State Board of Education
- ▶ Advises the Board on educational matters, directs operations of the Board, and reports to the Board on implementation of and compliance with Board policies and procedures.
- ▶ Hires staff for all Office of the State Board of Education positions and recommends staff organization
- ▶ Represents the Board at groups, agencies, and organizations
- ▶ Coordinates legislative efforts for the Board and agencies/institutions under the Board
- ▶ Assures that proper documentation of Board decisions, Board meetings, and other records as required by law or directed by the Board
- ▶ Performs such other duties as may be assigned by the Board

The Candidate Profile

The successful candidate must have knowledge of Idaho's seamless, educational (K-20+) system; a commitment to access and equity for all students; the understanding of the legislative process and fiscal (budget) development; a strong strategic planning background; demonstrated ability to develop an effective working relationship with a diverse population, including institutional presidents, agency heads, elected and public officials, industry and business leaders, staff, and with the public-at-large; the interpersonal skills and technical expertise to be effective in a complex organization and political environment; excellent written and verbal communication skills; ability to manage and

coordinate numerous projects simultaneously. The appropriate level of education or comparable experience is required.

The qualified candidate will also possess a strong background in management and be a capable organizer with strong leadership and analytical skills. The candidate should have proven experience in legislative affairs; budget preparation and presentation; program implementation and evaluation; and public speaking.

Compensation and Benefits

Compensation

The Board will set salary depending on the experience and qualifications of the selected candidate. The Executive Director is exempt from the rules of the Division of Human Resources and the Idaho Personnel Commission. This is a non-tenured position.

Retirement

Employees of the Idaho State Board of Education participate in an employer/employee shared defined-contribution plan, called the Optional Retirement Plan (ORP). The ORP retirement benefit is administered through either TIAA-CREF or VALIC. Under this retirement plan, 6.97% of your gross salary is deducted, tax deferred, from your bi-weekly paycheck as contributions towards your retirement. The State contributes 10.84% for this purpose. Additional deferred compensation plans (401k, 403b and 457) are also available. If an employee is already a vested member of the Public Employees Retirement System of Idaho (PERSI), they will have the opportunity to make a one-time, irrevocable decision to remain in PERSI.

Health Coverage

Group life, health, vision and dental insurance are available for the employee and family. Employee wellness and employee assistance programs are also available. Blue Cross of Idaho offers a choice of:

Traditional Plan: A medical plan that allows the participant the choice of any provider without effect on reimbursement. These plans reimburse the patient and/or provider as expenses are incurred.

Preferred Provider Organization: A medical plan where coverage is provided to participants through a network of selected health care providers (such as hospitals and physicians). Any employee hired will have coverage for him/herself and his/her dependents effective the first day of the month following ninety (90) days of employment, provided enrollment is completed within sixty (60) days of the employee's date of hire.

Additional Benefits

- Leave benefits: Accrual of approximately 24 days of vacation leave annually, with an accumulation limit of 240 hours; 12 days sick leave each year with unlimited accumulation, 10 paid holidays per year and 2 hours for each occasional doctor appointment
- Relocation assistance may be provided
- Flexible Spending Accounts are available for medical and child care expenses
- Educational privilege of reduced tuition fees for employee and spouse to specific Idaho public higher education institutions (\$20 administration fee plus \$5 per credit)
- Additional benefits including American Family Life and Casualty (AFLAC); Colonial Life Insurance; Nationwide Auto, Home Renters, Recreational Vehicles, Personal Liability Coverage are available



The Selection Process

Qualified individuals interested in this position must submit a letter of interest, a resume, official transcripts, and at least six (6) references that can attest to your ability to meet the position requirements with name, address, and phone number.

Send to:

Executive Director Search
c/o Office of the State Board of Education
Attention: Human Resources
PO BOX 83720
650 W. State Street, Room 307
Boise, Idaho
83720-0037

For additional information regarding the State Board of Education, visit the SBOE website at www.idahoboardofed.org; Fax 208-334-2632; or Phone 208-334-1571.

Please indicate any accommodation you request to satisfy the above requirements. The Idaho State Board of Education is an AA/EEO employer.

FINAL DATE TO SUBMIT RESUMES: December 12, 2005

Application materials received after December 12, 2005 will not be guaranteed consideration. It is to the applicant's advantage to submit materials as soon as possible. Applicant screening will continue until the position is filled.

Certain military veteran's residing in the State of Idaho may receive additional consideration in the hiring process.

Finalists must also successfully complete a thorough background investigation.